

APPROVED 12/16/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

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811 - OFFICE OF THE OMBUDSMAN (formerly OFFICE OF EQUAL OPPORTUNITY)

1.1	1628	STATISTICAL COMPLAINT DATABASE	US	US	O	E				MAY CONTAIN CONFIDENTIAL INFORMATION. AT THE END OF THE RETENTION PERIOD OF THE PAPER RECORD (AGENCY ITEM #870, 5715) THE SPECIFICS ABOUT THE COMPLAINT ARE MODIFIED TO A GENERIC CLASSIFICATION FOR STATISTICAL PURPOSES.
1.1.002	5714	COMPLIANCE REVIEWS	AC+3	AC+3	O	P				AC=COMPLETION OF REVIEW
1.1.006	730	COMPLAINT FILES	AC+2	AC+2	O	E				PORTIONS OF THE RECORDS MAY BE CONFIDENTIAL. AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.006	5715	COMPLAINT FILES	AC+2	AC+2	O	P				PORTIONS OF THE RECORDS MAY BE CONFIDENTIAL. AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.007	5716	ADMINISTRATIVE CORRESPONDENCE	3	3	O	R	P	X		
1.1.008	5717	GENERAL CORRESPONDENCE	1	1	O		O			PAPER, ELECTRONIC
1.1.013	5718	ITINERARY INFORMATION	CE+1	CE+1	O		P			
1.1.020	5720	OPEN RECORDS REQUESTS - APPROVED	AC+1	AC+1	O		P			AC=DATE REQUEST IS FULFILLED
1.1.021	5721	OPEN RECORDS REQUEST-DENIED	AC+2	AC+2	O		P			AC=DATE OF DENIAL OF REQUEST
1.1.023	5722	ORGANIZATION CHART	US	US	O	A	P			
1.1.025	3815	OEO OFFICE PROCEDURES MANUAL	US+3	US+3	O	R	P	X		
1.1.025	5723	POLICIES & PROCEDURES MANUAL	US+3	US+3	O	R	P	X		
1.1.043	3971	SEXUAL HARASSMENT TRAINING	US+1	US+1	O		O			PAPER, MICROFILM
1.1.043	5726	TRAINING MATERIALS	US+1	US+1	O		P			
1.1.056	5727	ADA DOCUMENTATION	3	3	O		P			28CFR35.105(c)
1.1.057	5712	TRANSITORY INFORMATION	AC	AC	O		O			PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

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1.1.060	4149	MEETINGS, AUDIO OR VIDEOTAPES OF OPEN	AC+90 DAYS	AC+90 DAYS	O		O				AUDIOCASSETTES
1.1.061	4150	MEETING - NOTES	AC+90 DAYS	AC+90 DAYS	O		P				
1.1.062	4151	MEETINGS - SUPPORTING DOCUMENTATION	2	2	O	A	P				
1.1.063	5719	STAFF MEETING MINUTES	1	1	O		P				
1.1.067	5724	ADMINISTRATIVE REPORTS	3	3	O	R	P				
1.1.069	5725	EMPLOYEE REPORTS	1	1	O		P				
2.1.007	5728	SOFTWARE PROGRAMS & JOB CONTROL LANGUAGE	AC	AC	O		E	X			SOFTWARE MUST BE RETAINED AS LONG AS RETENTION PERIOD FOR RECORDS PRODUCED ON IT.
2.2.001	5729	SYSTEM MONITORING RECORDS	AV	AV	O		P				
3.1.001	5730	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2	2	O		P				CONTAINS SOME CONFIDENTIAL INFORMATION.
3.1.014	5732	EMPLOYEE SELECTION NOTES	2	2	O		P	X			MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.018	5733	GRIEVANCE RECORDS	AC+2	AC+2	O		P	X			MAY CONTAIN SOME CONFIDENTIAL INFORMATION / AC=FINAL DECISION ON GRIEVANCE
3.1.019	5734	PERFORMANCE JOURNALS	2	2	O		P				MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1455	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5	AC+5	O		P				MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	5735	POSITION JOB DESCRIPTIONS	US+4	US+4	O		P	X			
3.2	3968	PAYROLL WARRANT LISTINGS	1	1	O		P				
3.3.001	3996	AFFIRMATIVE ACTION PLAN	5	5	O		O				PAPER, COMPUTER PRINT OUT

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3.4.006	5736	TIME CARDS & TIME SHEETS	4	4	O	O	PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	5737	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3	FE+3	O	O	PAPER, ELECTRONIC
5.1.004	5713	ADDRESS & TELEPHONE LISTINGS	US	US	O	P	
5.3	4347	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4	FE+4	O	P	

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